United Nations ST/SGB/2003/15

Secretariat

21 November 2003

Secretary-General's bulletin

Organization of the Department of Management

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and in line with the new Financial Regulations and Rules of the United Nations (ST/SGB/2003/7), as well as for the purpose of streamlining the organizational structure of the Department of Management, promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2
Functions and organization

2.1 The Department of Management formulates policies and procedures and provides strategic guidance, direction and support to all entities of the Secretariat, including the offices away from Headquarters, in three broad management areas, namely, finance and budget, human resources and support services. The specific functions and organization of the Offices of Programme Planning, Budget and Accounts, Human Resources Management and Central Support Services are described in separate Secretary-General's bulletins.

2.2 The present bulletin sets out the structure of the Office of the Under-Secretary-General for Management and describes the functional linkage and supervision of the work relating to the capital master plan (see A/57/285 and Corr.1 and General Assembly resolution 57/292 of 20 December 2002).

2.3 The Department is headed by the Under-Secretary-General for Management, who is supported by the Executive Management Group, comprising the Assistant Secretaries-General of the three offices mentioned in section 2.1, the Executive Director for the Capital Master Plan and the Director, Office of the Under-Secretary-General for Management.

2.4 The Under-Secretary-General, the Assistant Secretaries-General and the officials in charge of each organizational unit, in addition to the specific functions

03-62908 (E) 021203

set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3
Under-Secretary-General for Management

3.1 The Under-Secretary-General for Management is accountable to the Secretary-General.

3.2 The Under-Secretary-General is responsible for the formulation of the Organization's management policies and has overall responsibility for the management of the financial and human resources and the support operations and services of the Organization. He or she also directs and manages the activities of the Department of Management, in accordance with the Secretary-General's delegation of authority, particularly as regards the delegation of authority set out in the Financial Regulations and Rules of the United Nations.

3.3 The Under-Secretary-General formulates policies and provides policy guidance, coordination and direction for the preparation and review of the medium-term plan and the biennial budget and provides policy guidance, coordination and direction on management reform issues to programme managers of the Secretariat.

3.4 The Under-Secretary-General represents or ensures the representation of the Secretary-General on matters relating to management in relation to governing bodies, agencies in the common system and administrative advisory bodies and monitors emerging management issues throughout the Secretariat by interacting with the executive committees.

3.5 The Under-Secretary-General is responsible for the overall supervision of the internal system for the administration of justice.

3.6 The Under-Secretary-General is responsible for providing strategic and management direction and coordinating relations with the host country relating to management and facilities issues. He or she also has overall responsibility for the management of facilities and the assignment of office space in the United Nations.

3.7 The Under-Secretary-General is responsible for maintaining close liaison with host-country authorities and Member States on all substantive aspects relating to financial, budgetary, personnel and common services support matters.

3.8 The Under-Secretary-General provides strategic guidance and management oversight concerning the implementation of the capital master plan project.

Section 4
Executive Director for the Capital Master Plan

4.1 The Executive Director for the Capital Master Plan reports to the Secretary-General through the Under-Secretary-General for Management.

4.2 The Executive Director is responsible for the management and implementation of the capital master plan project (see General Assembly resolution 57/292) and, to that end, will rely on the Secretariat's services and facilities to carry out the functions and responsibilities of the capital master plan.

Section 5
Office of the Under-Secretary-General for Management

5.1 The Office of the Under-Secretary-General for Management is headed by a Director, who is accountable to the Under-Secretary-General and is responsible for providing support to the Under-Secretary-General on executive direction and management of the Office and ensuring efficient coordination of the delivery of the programmatic mandates of the Department. The Director also serves as the ex officio Secretary of the Executive Management Group.

5.2 The core functions of the Office of the Under-Secretary-General for Management are as follows:

(a) Advising on and promoting departmental policies and guidelines dealing with specific management issues and problems;

(b) Ensuring the issuance of periodic and ad hoc reports to Member States and addressing their interests and concerns relating to management and oversight matters in the Organization;

(c) Consulting, negotiating and coordinating with other departments, offices, funds and programmes on matters of mutual concern and providing concerted leadership to inter-agency forums such as the High-Level Committee on Management and other inter-agency bodies;

(d) Supervising and advising on change-management activities to support efforts for greater transparency, the development of new tools and systems and the automation of reporting processes;

(e) Providing operational support and coordination of internal and day-to-day management of the Office.

Section 6
Principal Office

6.1 The Principal Office is headed by a Chief, who is accountable to the Under-Secretary-General through the Director of the Office of the Under-Secretary-General for Management. The Office is responsible for providing support to the Under-Secretary-General in the coordination of information and activities in the Department and comprises the Administration of Justice Unit, the secretariats of the Joint Appeals Board, the Joint Disciplinary Committee, the Panel on Discrimination and Other Grievances and the Panel of Counsel.

Administration of Justice Unit

6.2 The Administration of Justice Unit is headed by a Senior Legal Adviser, who is accountable to the Under-Secretary-General through the Director of the Office of the Under-Secretary-General for Management. The core functions of the Unit are:

(a) Establishing administrative policies, procedures and machinery for the efficient and effective functioning of the internal justice system, including taking swift action as necessary and appropriate to deal with staff grievances;

(b) Providing legal advice on the disposition of appeals, staff grievances and disciplinary matters and on the implementation of judgements of the United Nations Administrative Tribunal.

Secretariats of the Joint Appeals Board, the Joint Disciplinary Committee, the Panel on Discrimination and Other Grievances and the Panel of Counsel

6.3 The secretariats of the Joint Appeals Board, the Joint Disciplinary Committee, the Panel on Discrimination and Other Grievances and the Panel of Counsel are each headed by a Secretary or Coordinator, accountable to the Under-Secretary-General through the Director of the Office of the Under-Secretary-General for Management with respect to the operational aspects of their functions; they act independently with respect to the substance of their work.

6.4 The functions of the secretariats are to provide substantive and technical servicing, including assistance in processing appeals, conducting investigations and providing legal and procedural advice and legal and administrative research.

Section 7
Office for Management Improvement and Oversight Support

7.1 The Office is headed by a Chief, who is accountable to the Under-Secretary-General through the Director of the Office of the Under-Secretary-General for Management, and comprises the Management Improvement Office and the Oversight Support Unit.

Management Improvement Office

7.2 The Management Improvement Office is headed by a Chief, who is accountable to the Director of the Office of the Under-Secretary-General for Management. The core functions of the Office are as follows:

(a) Providing advice to offices and initiating actions to implement managerial reforms and achieve higher levels of productivity and performance;

(b) Initiating and supporting activities for the introduction of good management practices and the simplification of administrative processes, rules and procedures, in collaboration with concerned offices of the Department, aimed at reducing the burden of administration and increasing the speed, accountability, transparency and responsiveness of processes;

(c) Providing management review and advisory services to departments, including offices away from Headquarters, and other United Nations entities under the authority of the Secretary-General;

(d) Developing and institutionalizing management performance reporting and monitoring systems.

Oversight Support Unit

7.3 The Oversight Support Unit is headed by a Chief, who is accountable to the Chief of the Office for Management Improvement and Oversight Support. The core functions of the Unit are as follows:

(a) Maintaining close liaison with and follow-up on implementation of the recommendations of the United Nations Board of Auditors, the Office of Internal Oversight Services and the Joint Inspection Unit;

(b) Coordinating internal and ongoing responses and preparing the appropriate parliamentary documentation on the status of implementation of

recommendations of oversight bodies and reporting on those recommendations to the relevant governing bodies and to the Accountability Panel;

(c) Administering internal control and the administration of requests for exceptions to the standard of accommodation for air travel and reporting to advisory and legislative bodies in a timely manner.

Section 8
Executive Office

8.1 The Executive Office is headed by an Executive Officer, who is accountable to the Under-Secretary-General through the Director of the Office of the Under-Secretary-General for Management.

8.2 The core functions of the Office are set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5.

Section 9
Secretariat of the Fifth Committee and of the Committee for Programme and Coordination

9.1 The secretariat of the Fifth Committee of the General Assembly and of the Committee for Programme and Coordination is headed by a Secretary who is accountable to the Under-Secretary-General for Management.

9.2 The secretariat provides substantive and technical review of the work of the Fifth Committee and the Committee for Programme and Coordination.

Section 10
Final provisions

10.1 The present bulletin shall enter into force on 1 December 2003.

10.2 The Secretary-General's bulletin of 15 September 1997 entitled "Organization of the Department of Management" (ST/SGB/1997/11) is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General